

ORDERU.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

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1100.153A

12/1/87

SUBJ: AIR TRAFFIC HUB MANAGEMENT ORGANIZATION

1. PURPOSE. This order establishes national guidelines for standardization and optional implementation of the hub organization concept for terminals, flight service stations, and center radar approach facilities.
2. DISTRIBUTION. This order is distributed to the director level in Washington, regions and centers; branch level in the Office of Associate Administrator for Human Resource Management, Office of Associate Administrator for Air Traffic, Air Traffic Operations Service, Air Traffic Plans and Requirements Service, Office of Air Traffic Evaluations and Analysis; regional air traffic and human resource management offices, and all air traffic facilities.
3. CANCELLATION. Order 1100.153, Air Traffic Hub Management Organization, dated January 6, 1986, is canceled.
4. EXPLANATION OF CHANGE. This change removes the restriction against considering the hub manager's duties and responsibilities as a position rating criteria since OPM regulations address position responsibilities and their contribution towards a grade for any position.
5. BACKGROUND. The hub concept is based on the premise that an air traffic manager of a large facility becomes the first-line supervisor of other facility air traffic managers located in the same general geographical area. The intent of the hub organization is to emphasize management support and sharing of resources and to improve supervisory ratios and span of control.
 - a. The hub organization is designed to improve the overall management effectiveness of field air traffic facilities. It provides additional support to smaller facilities in solving labor/management problems, in sharing resources such as training, procedures, and administrative functions, and in participating in human resource programs. It also engenders a systematic approach to promoting affirmative action/EEO activities and provides personnel resources in support of quality assurance programs.
 - b. Hub organizations provide the opportunity for communication among managers, which leads to better understanding of, and support for, national/regional programs and policies. It also provides the opportunity for improved system planning, airspace use, procedural development, navigational aid siting, and budgeting.

Distribution: A-W(Minus AT/HR/TO/TR/TS)-1; A-W(AT/HR/TO/TR/TS)-3; Initiated By: ATS-200
 A-X(AT/HR/PM)-3; A-YZ-1; A-FAT-1,2,5,6,8 (STD);
 A-FAT-4,7 (LTD)

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6. SCOPE. This order applies to terminals, center radar approach control (CERAP), and flight service stations only. A waiver to allow exceptions can be obtained as follows:

a. Regional air traffic divisions shall forward justification to the Air Traffic System Resource Analysis Division, ATS-200, Washington, DC, at least 45 days prior to the proposed implementation date.

(1) Based on justification, a waiver may be issued not to exceed 2 years.

(2) If the duration of the function exceeds the 2-year timeframe, the affected facility must again follow the process prescribed in 6a.

7. RESPONSIBILITIES.

a. At the discretion of regional air traffic division managers, hub organizations may be established based on geographic, operational, economic, and resource considerations. (Note: In some cases, it may not be practical to incorporate certain facilities into a hub organization.)

b. The hub manager shall become the immediate first-line supervisor of each air traffic manager in the hub organization. The air traffic division manager shall designate the reporting responsibility of the hub manager.

c. All hub facility staff personnel shall become a commonly shared resource; however, they shall not have line authority.

d. Regional support organizations shall continue to provide assistance to all air traffic facilities.

e. Air traffic division personnel shall accomplish routine site visits to all facilities and provide support, guidance, advice, information, and coordination as required.

f. Air traffic managers within the hub shall retain the full range of authority and responsibility for their individual facilities.

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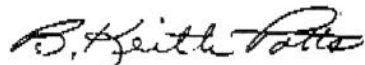
8. IMPLEMENTATION. The following preparatory actions shall be accomplished before a hub is established.

a. The air traffic division manager shall implement a plan that covers the following:

- (1) Visitation schedules
- (2) Routine coordination procedures
- (3) Delegation of approval authority for travel, awards, training, overtime, and disciplinary actions
- (4) Role of the air traffic division
- (5) Hub facility support functions and activities
- (6) Development of hub organization goals and objectives
- (7) Communications flow
- (8) Human Resource Management Division coordination
- (9) Authority for selection of managers within the hub

b. The air traffic division manager shall conduct briefings concerning the hub organization with:

- (1) All regional divisions
- (2) All affected air traffic facility personnel
- (3) Other FAA field organizations in the same geographical area.



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